

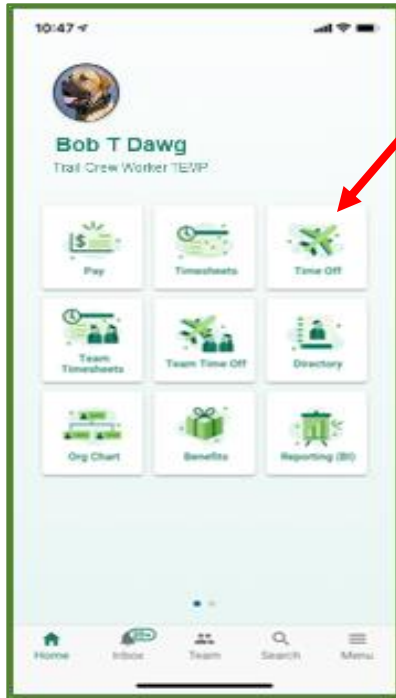


UltiPro Mobile App

Checking Leave Balances

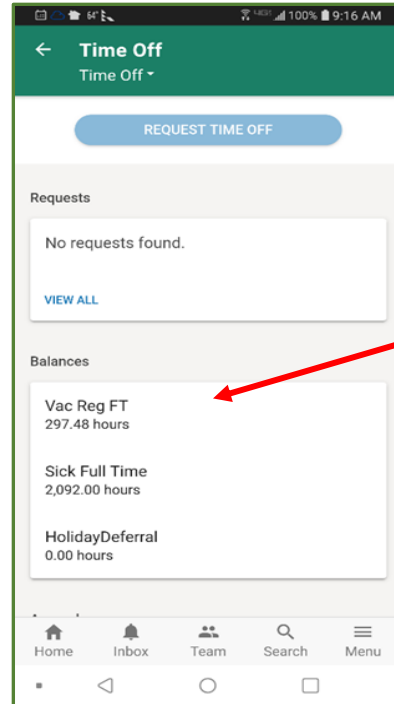
- For departments who **enter leave time directly** onto time sheets,

1



From your home screen, touch the **Time Off** tile.

2

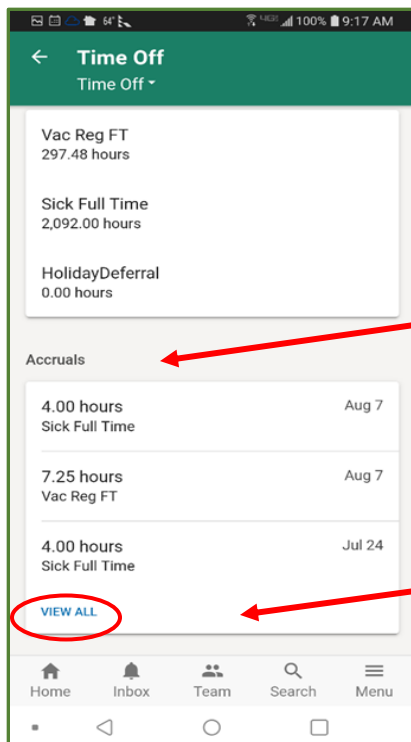


The **Time Off** summary screen appears.

Leave Balances are listed in the **Balances** box.

Scroll down if needed to see balances for all accrual types.

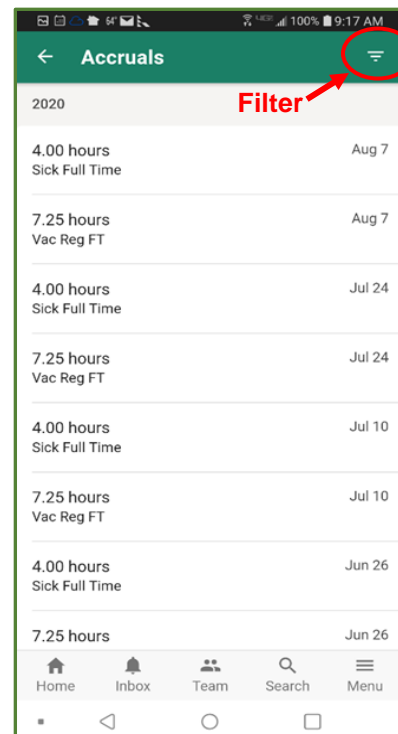
3



Continue scrolling down to the **Accruals** box to see accrual hours received by pay period.

Click **View All** to view a full list of accruals received.

4



The **Accruals** screen appears.

All leave accruals are listed by type and pay period as far back as January, 2018.

Touch the **Filter** icon in the upper right corner to filter the list by leave type.